

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL & FINANCE COMMITTEES**

Thursday, May 1, 2014 – 12:00 Noon

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Cushing, Krug, Millan, Platner, Queen, Teichmiller

Member(s) Absent: Ritchie (excused)

Call Meeting to Order: Finance Committee Chair Krug called the meeting to order at 12:00 Noon. Also present were Pam Parkkila, Aging & Disability Resource Center of the Northwoods (ADRC-NW) Regional Manager; Mary Rideout, Oneida County Social Services Director; Jennifer Lueneburg, Oneida County Social Services Department Financial Services Manager.

Public Comment & Introductions: Introductions were made.

Approval of the Agenda & the Minutes of the March 14, 2014 Finance

Committee Meeting: Cushing moved to approve the agenda with thirteen items and the minutes of the March 14, 2014 Finance Committee meeting; Queen seconded. All Ayes. Motion Carried.

Board Membership: Mary Peterson is rejoining the ADRC-NW Board of Directors as the Lac du Flambeau tribal representative. Tammy Queen will now be representing the Sokaogon Chippewa tribe, and Parkkila will be submitting the paperwork for approval of her appointment to the Board in this capacity to the Office of Resource Center Development (ORCD). Parkkila informed the Board that there are now just two openings on the Board, both representing the physically disabled population. Parkkila will be releasing ads to recruit new Board Members later this month. The Executive/Personnel Committee will vet all applicants. (NOTE: The openings on the Board are actually one representing the physically disabled population and one representing the older adult population.)

Finance Statements & Payments - February & March 2014: After review, Cushing moved to approve February Transactions in the amount of \$89,605.39; Queen seconded. All Ayes. Motion Carried. Queen moved to approve March Transactions in the amount of \$107, 603.68; Platner seconded. All Ayes. Motion Carried.

The Revenue/Expense Reports for February and March were then reviewed. Year-end estimates are based on straight-line projections and thus show some overages, but overall spending should be within budget for 2014.

The 2013 ADRC Federal & State GPR Revenue report shows a total received of \$1,282,185.00. This is below revenue projections for 2013; however, the last payment for 2013 is due this month. That should bring actual revenue received to projected levels.

February 2014 Time Report percentages are at 45.68%, and March percentages are at 41.46%. This is well above the approximately 36% projections used in the 2014 budget.

2013 Line Item Transfers: Cushing moved to recommend to the full Board of Directors that it approve line item transfers as follows: Transfer \$15,165.00 from Miscellaneous Expense to Salaries in the amount of \$1,085, to Wages in the amount of \$3,186, to Per Diem in the amount of \$260, to Social Security in the amount of \$231, to Contracted in the amount of \$6,623, to Telephone in the amount of \$319, to Central Purchasing in the amount of \$1,595, to Subscriptions in the amount of \$325, and to Office Equipment in the amount of \$1,541. Queen seconded the motion. All Ayes. Motion Carried.

Rideout reported that the auditors have already started on the 2013 audit.

2014 Budget Increase Request for Forest County: One of the ADRC Specialists in Forest County will now be working 40 hours per week instead of 35. The other two ADRC Specialists are already working 40 hours per week. This will increase their budget by \$9,682 for 2014. Another Forest County employee was given a pay increase for 2014, but Forest County did not include the amount of the increase in their budget projections. An additional \$3,928 will need to be added to the budget projections to account for this. The total of both increases is \$13,610. Teichmiller moved to recommend to the full Board of Directors that it increase the Forest County satellite office budget by \$13,610 to accommodate the \$9,682 for the additional 5 hours per week for the ADRC Specialist and the \$3,928 increase that was not included in the budget. Queen seconded the motion. All Ayes. Motion Carried. This increase will be covered by an increase in our revenue projections to 36.5%, which is well within the Time Reporting percentage we are achieving.

Group Health Underwriting Update: Available plans have been reviewed, and the possible carriers for group health insurance are the WEA Trust – East and Security

Health. WEA Trust – East has the most extensive network of providers and is also most cost effective because they are so much larger than Security Health. The ADRC-NW will choose the level of participation; the employee may choose either plan within the Wisconsin Retirement System but will have to pay any difference between the cost of the level the Board chooses and the level the employee chooses. A resolution must be passed in May in order for the ADRC-NW to start participation on July 1, 2014.

Regional IT Support Proposal: There is no system in place to provide support for ADRC-NW computers except through costly service calls. In 2013 the ADRC-NW spent \$2,969.64, and these costs will increase as equipment ages. RMM Solutions has proposed \$294/month for remote computer service using a help desk or \$415/month for remote service using a help desk and on-site service as needed. Platner moved to contract with RMM Solutions for one year at a cost of \$415/month for remote computer service with a help desk and on-site computer service as needed. Cushing seconded. All Ayes. Motion Carried.

Future Agenda Items: These will be developed as needed.

Set Next Board Meeting Date & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Thursday, June 19, 2014 at 12:00 Noon. It will be in Rhinelander.

Adjournment: With no further business, Cushing moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 1:04 P.M.

Handouts: Minutes of the March 14, 2014 Finance Committee meeting; February 2014 Transactions; March 2014 Transactions; February 2014 Revenue/Expense Report; March 2014 Revenue/Expense Report; 2013/2014 ADRC Federal & State GPR Revenue Comparison; February 2014 and March 2014 Time Reports; Line Item Transfers 2013; WEA Trust PPO – East information packet.